



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2168

IN REPLY REFER TO:

NASOCEANAINST 1100.1D
115

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NAS OCEANA INSTRUCTION 1100.1D

Subj: HOMETOWN AREA RECRUITING PROGRAM (HARP)

Encl: (1) Navy Recruiting Command HARP Duty Request Form

1. Purpose. To provide qualification guidelines and information on assignment of Naval Air Station (NAS) Oceana personnel to the Hometown Area Recruiting Program (HARP).

2. Cancellation. NASOCEANAINST 1100.1C. Because of numerous revisions, paragraph markings have been omitted.

3. Policy. HARP is a program that returns enlisted personnel to their hometowns to assist local recruiters by relating Navy experiences to their peers. Individuals volunteering to participate do so on permissive, no cost Temporary Additional Duty (TAD) orders and are assigned to the recruiting station nearest their hometown. HARP duty is not to be used in lieu of annual leave, may not be performed in conjunction with Permanent Change of Station (PCS) orders and leave is not a prerequisite. However, TAD orders may include a leave period either preceding or following the duty. HARP duty assignments shall be for a minimum of twelve days, commencing on a Monday and ending on the Friday of the following week. HARP duty and leave shall not exceed 30 total days in length.

4. Discussion. Highly motivated and deserving personnel are invited to participate in the HARP program on a not-to-interfere basis with primary duties and operational commitments of their respective department.

5. Qualifications. In addition to the requirements listed in enclosure (1), NAS Oceana personnel shall meet the following eligibility requirements:

- a. Volunteers accepted at any age.
- b. Complete six months on board NAS Oceana.
- c. No evaluation marks below 3.0 on the last two regular evaluations.
- d. No nonjudicial punishments, courts martial or civil convictions in the past 24 months.
- e. No history of drug abuse.


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- f. No history of alcohol abuse in the past 12 months.
- g. Be within body fat standards.
- h. Be interviewed by Division Officer.
- i. Exemplify the highest standards of military appearance, conduct and courtesy.
- j. Have a complete seabag.
- k. Provide own transportation to and from recruiting station.

6. Procedures for Submitting HARP Requests

- a. Requests shall be submitted to the Command Career Counselor Office using Special Request/Authorization (NAVPERS 1336/3), with enclosure (1) attached.
- b. Requests must be received thirty days prior to desired primary commencement date of HARP duty or leave date, whichever is sooner, to allow the Command Career Counselor processing and approval time.


T. KEELEY

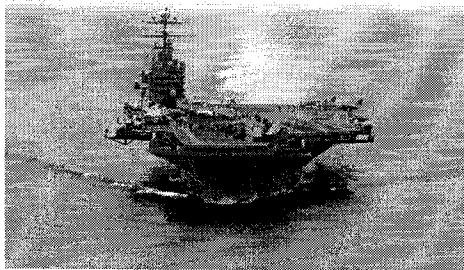
Distribution:
NASOCEANAINST 5216.1X
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Navy Recruiting Command



Brings you the Hometown Area Recruiting Program!

12 Days, Monday Week 1 to Friday Week 2

(No exceptions!)

CNRC HARP FAX: 901-874-9151 or DSN 882- 9151

1. Must be a High School graduate.
2. Must have no visible tattoos in all military uniforms.
3. Must maintain a valid drivers license.
4. Evaluation marks 3.0 or above, support the Navy and good moral character. No NJP.
5. All Blocks have to be filled in.
6. Turn in to your Div or Dept Career Counselor 30 days prior to requested dates, all blocks must be filled in!

| | | | |
|---|----------------|--|---|
| NAME (LAST, FIRST MI) | | SSN | |
| <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE | | RATE | RACE |
| HIGH SCHOOL | | NUCLEAR <input type="checkbox"/> YES <input type="checkbox"/> NO | VALID DRIVER'S LICENSE <input type="checkbox"/> YES <input type="checkbox"/> NO |
| CONTACT | | CONTACT EMAIL | |
| COMMANDING OFFICER | COMMAND | | COMMAND UIC |
| COMMAND ADDRESS | | COMMAND CITY, STATE | COMMAND ZIP |

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|---|--------------------------|---------------------------------|--|---|--|
| COMMAND COUNTRY (LOCATION) | | COMMAND PHONE | | COMMAND FAX | |
| HOME CITY, STATE (<u>HARP</u> LOCATION) | | HOME (<u>HARP</u>) ZIPCODE | | MODE OF TRAVEL <input type="checkbox"/> AIR <input type="checkbox"/> POV | |
| 1 ST BEGINNING DATE | 1 ST END DATE | SECONDARY BEGIN DATE | | SECONDARY END DATE | |
| VALID DRIVERS LICENCE # AND STATE: | | | | | |